Book	Policy Manual
Section	3000 - Business & Non-Instructional Operations
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SURVEILLANCE ON SCHOOL PROPERTY

The following rules shall apply to video surveillance:

1. The district shall notify its students, and their parents/guardians and its staff that video surveillance may occur on any school property. The district shall incorporate said notice in the student handbook and District's Policy Handbook. Signs shall be posted at each building that utilizes surveillance equipment.

2. The use of surveillance equipment on school property and on other district property shall be supervised and controlled by the building administrator/designee.

3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records.

4. Surveillance shall be used only to promote the order, safety and security of students, staff and property.

5. Access to surveillance cameras by non-school employee emergency response personnel is permitted on a 24 hour basis. The use of video surveillance cameras by emergency response personnel shall be limited to the following:
    a. Response to an emergency call or security breach on a school campus;
    b. Training in access and use of the video surveillance system; or
    c. Other requests by the Superintendent or designee.

Student Records

1. The district will comply with laws regarding student records requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of recordings. Recordings considered for retention,

as part of the student's behavioral record will be maintained in accordance with established student record procedures governing their access, review and release.

Staff Records

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.

Storage Security

1. All recordings will be stored and secured in accordance with established Board record retention policies.

2. Recording will be stored for not more than thirty days after initial recording, whereupon such recordings will be released for erasure.

3. Recordings held for review of a student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's discipline record and or employee's personnel record in accordance with the established district procedures.

Viewing Requests of Sureveillance Recordings

1. Actual viewing will only be permitted at school related sites, including schools, and district offices, or as otherwise required by law.

2. Recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and applicable labor agreements.

3. Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation coordinator, school administrator, parent/guardian or student 18 or older or others as deemed appropriate by the transportation coordinator or superintendent/designee. Requests for viewing will be limited to those parents/guardians, students and/or district officials with a direct interest in the proceedings deemed appropriate by the superintendent/designee. The district's School Resource Officer may also review the video at the request of a school administrator who requests assistance for determination of school policy violation and/or criminal behavior.

    a. Requests for viewing may be made to the school principal,.

    b. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
    c. Requests may be denied if viewing may result in a FERPA violation.